**JOB DESCRIPTION**

**LAUNDRY AID -**

**REPORTS TO: Dietary Laundry Director** Non-Exempt Job number: 220 Job Code: 01-97001

**JOB SUMMARY**: Receives processes and redistributes laundry for all areas of NCHS.

**DUTIES/RESPONSIBILITIES**:

* Treat everyone with dignity and respect.
* Promote and protect all patient/resident rights.
* Maintain confidentiality of protected health information, including verbal, written, and electronic communications.
* Demonstrate professional behavior while on duty in any setting.
* Suggests revision or adaptation of procedures for more efficient performance of dietary/laundry department.
* Prepare soiled linen and clothing for washing. Wash and dry linen and clothing. Sort, fold or hang personal clothing, fold linens.
* Deliver clothing to resident rooms. Prepare Swing Bed resident clothing for transfer to hospital. Deliver linen to storage closets or prepare them for transport to hospital. Label resident clothing

**LICENSURE/CERTIFICATION REQUIREMENT:**

* ND Drivers License
* CPR recommended
* The employee is to maintain all applicable education requirements.

**QUALIFICATIONS /ABILITIES**:

* High school grad or GED.
* Ability to gain proficiency in NCHS’s software programs as applicable. Ability to gain proficiency in NCHS’s software programs as applicable.
* Demonstrates competency and ability to carry out department specific functions in accordance to the NCHS’s standards of care, policies and procedures.
* Demonstrate the ability to effectively communicate both verbally and in written format. Demonstrate a high level of interpersonal skills and be able to communicate effectively in business relationships and with individuals throughout NCHS.
* Participate in the orientation of other NCHS employees. Participate, as requested/required in staff development, in-service, and other educational and related activities.

**Demonstrate knowledge and understanding of and compliance with:**

* Infection control policies and procedures for position.
* All pertinent safety, health and environmental policies, procedures and guidelines.
* Working safely, without causing harm or risk to self, others or property.
* The work environment and all safety procedures.
* Prompt reporting of unsafe practices, procedures, accident/injuries, complaints or any other safety violations.
* The appropriate use of all safety equipment and personal protective equipment.

**WORKING CONDITIONS**: Day shift weekday, weekend and holidays. 6-8 hours per day.

Indoor, medical laundry area, washer/drier noise. Equipment used: washer, drier, iron, sewing machine, linen cart and company vehicle.

**JOB EXPOSURES:** May be subjected to occupational health hazards including but not limited to odors, chemicals, infectious diseases, infectious wastes and body fluids and physical, psychological and emotional stress and exposure to hot humid environment and occasional cold

**PHYSICAL REQUIREMENTS:**

* **Hand Functions-** grasp and pinch frequently.
* **Visual-** optimal vision required to read information, reports, instructions, labels etc.
* **Verbal and auditory-.** must communicate effectively with patients, families, physicians and other staff
* Frequent standing and walking, bending and working at all levels for extended periods.
* Meet general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
* Ability to lift, move, push or pull 40 pounds.

**Functional Assessment:**

This position requires the ability to perform essential job functions with or without reasonable accommodations.

**Functional Assessment:** This position requires the ability to perform essential job functions with or without reasonable accommodations.

**Employee Statement of Understanding:** This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned. Periodic revision may be necessary to reflect changes in expectations placed on the health care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

I have read and understand the job description for my position. I agree to comply with all NCHS policies, laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my director or the Corporate Compliance Officer (Administrator)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CEO/Administrator Date